

To: Offeror

Islamabad, Pakistan
Date: August 18, 2015
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Drafted by: Abid Rizvi

From: Contracting Officer
General Services Office
US Embassy
Diplomatic Enclave, Ramna 5
Islamabad

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Subject: **Request for Price Quotation to sale contaminated fuel**

BACKGROUND AND PURPOSE:

The US Embassy Islamabad requires the services of certified contractor to recover the mixed fuel from underground tank location inside the embassy compound, diplomatic enclave, Islamabad, Pakistan.

GENERAL REQUIREMENTS:

The contractor shall be required to show proof of insurance. A schedule of the work. These documents shall provide the necessary interfaces, coordination, and communication among the Embassy, and the contractor.

SCOPE OF SERVICES:

The contractor shall provide labor, material, tools, equipment, tankers and supervision to complete the technical requirements in this statement of work.

The work consists of, but is not limited to, the following:

1. Remove all fuel from the tank. The mixed fuel quantity is approximate 41,750 liter comprising of 12,500 liter diesel fuel and 29,250 liter gasoline (petrol). The tank capacity is 45,425 liter.
2. The contractor shall recover and transfer blended fuel from underground gasoline storage tank in embassy premises to his fuel trucks with the help of fuel suction pump and fuel transfer hose pipes at their own cost.
3. Fuel suction pump with all required safeties and accessories shall be explosion proof, approved for gasoline fuel and intended for gasoline and/or combustible fuel transfer.
4. The contractor shall confirm physical quantity of fuel with reference to the calibrated dip chart of assigned tankers before and after receiving the blended fuel. This shall be considered the actual volume received and represent the quantity used to calculate the payment to the embassy by the contractor.
5. After receiving the order for fuel removal from the embassy, the contractor shall begin work the next business day and complete the work within the period of the work day.

6. Contractor shall assign a trained supervisor to perform this job.
7. Contractor shall provide proper PPEs to all workers working at the job site.
8. The suction pump capacity shall be sufficient to complete the removal within the time allotted, ie, one work day.
9. No leakage shall be accepted from hoses or pumps.
10. Contractor shall comply with the Embassy's safety and emergency plan.
11. Embassy shall provide fire extinguishers and attendants at the site.
12. Embassy shall be responsible for emergency response plan and safety of site surroundings.
13. Contractor shall start and finish this job in the same day. Therefore it is important that contractor shall have their tankers available at site to take out all the fuel in one continuous operation without cease, allowing reasonable time for transport to the off-site receiving facility. Contractor must have enough trained staff at site to work on this job.
14. Safety meeting with contractor and his/her workers shall be held at site by Health and safety office at post before start of job.
15. The successful bidders should submit the below stated complete information in order to obtain access to the Diplomatic enclave and U.S Embassy compound in Islamabad.
 - Details of vehicles/fuel tankers including make and model, color of the vehicle, Registration number and copy of the registration book.
 - Details of persons and drivers accompanying including full names as per Computerized National Identity cards (CNIC), CNIC numbers and copies of their CNIC's.

DELIVERABLES, SCHEDULE AND PERIOD OF PERFORMANCE:

- Period of performance for job completion shall be one day as described above.
- Schedule to be approved by COR prior to start of work.
- The Contractor shall commence work under this contract promptly as described above, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within the contract period specified.

BIDS SUBMISSION DATE & TIME:

Submit your bids no later than August 19, 2015 by 1500 Hours (Pakistan Standard Time) at the following email addresses.

RizviAA@state.gov

LatifM@state.gov

Please prepare a quotation on your company letterhead in accordance with this RFQ completing all the requirements stated in this RFQ.

PRICING:

S. No	Description of Services	Estimated Quantity	Unit of measure	Rate per liter
1	Remove and transport blended fuel from U.S Embassy storage tank	41,750	Liter	

5. INSURANCE:

The contractor is responsible for obtaining whatever insurance is necessary according to local laws for personnel injuries or for damages to any property of the contractor, its officers, agents, servants, and employees, or any other person, arising from an incident to the contractor's performance. The contractor shall hold harmless and indemnify the Government from any and all claims arising there from, except in the instance of gross negligence on the part of the Government.

6. POINT OF CONTACT (POC):

Embassy point of contact will be the Senior Facility Engineer.

PAYMENT TO U.S EMBASSY, ISLAMABAD

The successful bidder shall pay to U.S Embassy the total amount of contaminated/blended fuel purchased by them (rate quoted multiply by the total quantity of contaminated fuel pumped out of storage tank ---- 41,750 liter in this case) in cash or in shape of check in favor of "Disbursing Officer, U.S Embassy, Islamabad" to the Financial Management Officer (FMO) U.S Embassy, Islamabad.

9. CONTRACT CLAUSES:

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

http://aopepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx

52.249-4	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM)	APR 1984
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE	APR 1984

CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-52)

COMMERCIAL ITEMS

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm> 6

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (OCT 2008) of 52.212-4 applies if the order is time-and-materials or labor-hour)	JUN 2010
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (MAY 2011)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (U.S.C. 7104(g))

_____Alternate I (AUG 2007) of 52.222-50 (U.S.C. 7104(g))

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

Clause Number and Title

(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEPT 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402). [*Check if order exceeds \$150,000*]

(2) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(3) – (24) [Reserved].

(25) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126). [*Check if order is for supplies and exceeds the micro-purchase threshold*]

(26) 52.222-21, Prohibition of Segregated Facilities (FEB 1999). [*Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.*]

(27) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246). [*Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.*]

(28) 52.222-35, Equal Opportunity for Veterans (SEPT 2010) (38 U.S.C. 4212). [*Check if the following apply: for supplies, the order exceeds \$150,000 and is awarded to a U.S. firm. For services, the order exceeds \$150,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.*]

(29) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793). [*Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.*]

(30) 52.222-37, Employment Reports on Veterans (SEPT 2010) (38 U.S.C. 4212). [Check if you have included the clause 52.222-35]

(31) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2010) (E.O. 13201) [Check if the order is for services and the amount exceeds \$150,000]

(32)(i) 52.222-50, Combating Trafficking in Persons (FEB 2009) [Check for all orders]

(32)(ii) Alternate I of 52.222-50 [Check if the contracting officer has been notified of specific U.S. directives or notices regarding combating trafficking in persons that apply to contractor employees]

(33) – (38) [Reserved].

(39) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note). [Check if the order is for supplies or services that involve the acquisition of supplies and the amount exceeds \$203,000]

(40) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury). [Check if the order is for either supplies or services and the amount exceeds the micro-purchase threshold, unless authorized by OFAC]

(41) – (44) [Reserved].